

# POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQSAO13	3. REPLACES PD NUMBER


RECOMMENDED			
4. TITLE <b>STATE ADMINISTRATIVE OFFICER</b>		5. PAY PLAN <b>GS</b>	6. SERIES <b>0341</b>
8. WORKING TITLE (Optional) <b>STATE ADMINISTRATIVE OFFICER</b>		7. GRADE <b>13</b>	
		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE <b>ADMINISTRATIVE OFFICER</b>						
11. PP <b>GS</b>	12. SERIES <b>0341</b>	13. FUNC	14. GRADE <b>13</b>	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
17. CLASSIFIER						

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	<b>United States Department of Agriculture</b>		5th
2nd	<b>Natural Resources Conservation Service</b>		6th
3rd	<b>State Conservationist</b>		7th
4th			8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE		20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE
21. SUPERVISOR'S NAME AND TITLE		23. DATE	
		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Program Scope and Effect	<b>FL 1-3</b>	<b>550</b>	6. Other Conditions	<b>FL 6-4A</b>	<b>1120</b>
2. Organizational Setting	<b>FL 2-2</b>	<b>250</b>			
3. Spvry. & Managerial Auth.	<b>FL 3-2</b>	<b>450</b>			
4. Personal Contacts A Nature of Contacts B	<b>FL 4-A-2,4B-3</b>	<b>150</b>			
5. Difficulty of Work Directed	<b>FL 5-7</b>	<b>930</b>	27. TOTAL POINTS ←		<b>3450</b>
28. GRADE ←					<b>13</b>

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE <b>01/14/2008</b>
31. NAME AND TITLE <b>Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team</b>	
32. REMARKS:	33. OPM CERTIFICATION NUMBER

Standards used - OPM PCS ADMIN OFFICER SERIES, GS-341, FEB 68 and OPM GENERAL SCHEDULE  
SUPERVISORY GUIDE, TS-123, APR 98  
FLSA - Exempt

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>															
1. FUNCTION (1)		2. DEPT CD. /AGCY-BUR-CD. (4) <b>AG-16</b>		3. SON (4)		4. MR. NO. (6)		5. GRADE (2)		6. IP NO. (8)					
<b>B. MASTER RECORD</b>															
1. PAY PLAN (2)		2. OCC. SERIES (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFFICIAL TITLE (38)							
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS STD. CD. (1) X = New Standard Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT CLASS (6) MO DAY YEAR							
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGENCY USE (10)							
16. INTERDISCIPLINARY SERIES (40) (4) Per Block															
17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block															
<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 0 = Excepted but not A,B,C 1 = Noncritical 2 = Critical Sense		5. COMP. LEV. (4)							
6. WK. TITLE CODE (4)		7. WK. TITLE (38)													
8. ORG. STR. CODE (18) 1st 2nd 3rd 4th 5th 6th 7th 8th		9. VAC REV CODE (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or series E = New Position/New FTE													
10. TARGET GD.		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=NA 1 = PAS		17. DATE EST. MO DAY YEAR	
18. GD. BASIS. IND (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGE 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		19. DT.REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS.ST. BUD (1) Y = Perm N = Other									
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)															
<b>Normal Act</b> 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				<b>Maintenance Review Act</b> 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				<b>Results</b> 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other							
23. DATE EMP. ASGN. (6) MO DAY YEAR		24. DATE ABOL. (6) MO DAY YEAR		25. INACT/ACT(1) I = Inact. A = Act.		26. DATE INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGENCY USE (8)			
30. CLASSIFIER'S SIGNATURE												31. DATE			
32. REMARKS															

## **STANDARD POSITION DESCRIPTION**

**Official Title:** Administrative Officer  
**Working Title:** State Administrative Officer  
**Classification:** GS-341-13  
**Location:** State Office

**Date:** January 14, 2008  
**Classified By:** NHQ  
**Number:** NHQSAO13

**Note:** This is a standardized position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team.

### **INTRODUCTION**

This position is on the State Conservationist's staff and serves as a member of the state's management team responsible for directing and coordinating NRCS administrative support services. The position is under the supervision of the State Conservationist, who provides overall objectives and guidance in general terms. The incumbent has responsibility for independently planning, designing, and carrying out administrative programs. Advice given is accepted as technically sound and recommendations are generally accepted. Work results are normally accepted without significant change.

The incumbent directs and supervises the Management Staff in the use of financial, material and human resources, contracting, procurement, purchasing, realty, fleet management and other resources areas (e.g. information technology support). As staff leader, incumbent is responsible for effective distribution of these resources to ensure proper balance and emphasis to multiple programs operating on a state-wide basis.

### **DUTIES**

#### **1. Administrative Leadership (25%)**

a. Participates with the State Conservationist and other members of the management team in the identification of natural resources conservation needs of the state and the setting of program objectives to fulfill these requirements. The incumbent is responsible for ensuring those administrative management capabilities and requirements are appropriately considered in the setting of goals and objectives. The incumbent is responsible for managing all administrative and Natural Resources Conservation Service (NRCS) specific information technology support activities and civil rights in the state in a manner that will maximize the contribution of the administrative management staffs to the achievement of the stated goals and objectives.

b. Responsible for continuing analysis of all phases of administrative work at the state, zone, field and project level offices; develops changes in policies, methods and procedures as apart of the service's management improvement and cost reduction program. Conducts a program of continuing administrative management appraisals in field offices, working with Assistant State Conservationists for Field Operations and

district conservationists and their staffs in order to develop common understanding, sound procedures and timely and accurate completion of administrative work. Through regular program activities, appraisals, field visits, etc., helps the coordination of programs of USDA and other federal, state and local agencies which contribute to the development of improvement of rural communities and provides guidance to achieve full utilization of all available progress and services to implement the Department's Rural Development function.

c. Formulates Service policies for the state in the field of administrative management, including agency specific information technology, and recommends them to the State Conservationist and management team; and directs the implementation of adopted policies. Provides overall direction on the application of policies, procedures and methods used in meeting requirements of constantly changing priorities and programs ensuring compliance of laws, rules and regulations.

d. Develops both long and short range objectives and work plans for the administrative staff involving organization and conduct of all financial, contractual and personnel activities; follows up to ensure that accomplishments are in line with goals and determines the acceptability of completed work. Oversees joint studies of NRC'S programs to determine current and future automation needs.

e. Serves as a liaison with the leadership of the administrative management, and information technology staffs of the Farm Service Agency, Rural Development and, as needed, with other agencies of USDA, other Federal Departments, state agencies, local government subdivisions, and partnering organizations.

## **2. Supervision (25%)**

Supervises functions of administrative staffs through subordinate supervisors and principal staff members in the areas of financial management, human resources management, contracting and procurement, and agency specific information technology. Responsibilities for staff members include: planning and assigning work to be accomplished; developing and establishing performance plans and evaluating performance, providing for training and development; providing advice and counsel; interviews, recommends, promotes and reassigns personnel within the work unit(s); hears and resolves employee complaints; effects disciplinary measures; and finds ways to improve production or increase the quality of the work directed.

## **3. Human Resources (20%)**

a. The incumbent oversees the human resources management program including position management and classification, employee and labor relations, performance management, employee development, safety management, employee pay and benefits, and incentive awards. Exercises delegated employment and classification authorities typical of a fully functioning human resources office. Oversees the state's recruitment program to ensure the maintenance of a highly qualified, diverse, workforce. Provides assistance in direction

and implementation of the state civil rights action plan. Serves as ethics advisor for the state.

b. Oversees the full range of employee relations activities including performance actions, employee misconduct investigations, grievances and equal employment opportunity complaints. Provides expert guidance to the State Conservationist and other members of the state management team on how to address problems in employee relations in a manner that will maximize the overall effectiveness of agency operations in the state while minimizing potential liability in individual cases. Provides direct assistance as needed, and ensures access to other resources such as Alternative Dispute Resolution and the Employee Assistance Program.

c. Provides advice and counsel to the State Conservationist and other members of the management team on staffing, position classification and position management. Assesses employment trends and makes recommendations on staffing changes to reflect changing agency program needs. Coordinates the use of the Work Force Planning process in the state.

d. Serves as staff leader in implementing a comprehensive personnel management program that provides for maximum utilization of work force in achieving the most conservation of natural resources through effective management of personnel positions; analyzes alternate staffing patterns in various organizational segments and recommends those which are most effective in accordance with operating program needs, evaluates the effectiveness of personnel policies in the state and is responsible for developing proposals and alternatives to resolve a wide variety of problems in all phases of personnel management.

e. Oversees the implementation of a comprehensive safety and health program in the state, as well as the function of the workers' compensation program.

#### **4. Financial Management (15%)**

a. Oversees the preparation of annual operating and multi-year planning budgets. Assists the State Conservationist in developing budget estimates by working with Assistant State Conservationists and program managers in identifying the kinds and types of data needed for developing sound budgets. Works with the State Conservationist in presenting budgetary needs for approval by the National Office. Exercises budgetary control over a variety of funds and keeps abreast of changing developments in operating programs.

b. Analyzes operating program objectives, propriety of budget proposals and supports or justifies these proposals in the budget estimates; determines the validity of methods used in developing and consolidating budget data so that data is presented in the most flexible form. This includes guidance in the acquisition of hardware and the development and acquisition of software systems to ensure they will interface with available software and hardware, and will meet State and National objectives and will be cost effective.

c. Oversees fiscal operations and the implementation of related policies and procedures. Oversees the application of appropriation law and related decisions to federal payments and processes. Advises management and employees on financial procedures to follow for travel, time and attendance, collections and payment processes, and the research and resolution of fiscal questions.

## **5. Management Services (15%)**

a. Oversees and coordinates the procurement of equipment, supplies, and services for the agency in the state. Ensures the proper use of various procurement tools at the different levels of the organization in the state. Approves plans for maintaining the automotive fleet and schedules for replacing automotive units. Oversees the accountability of personal property including use, maintenance, and disposal. Oversees mail operations, space acquisition and maintenance program. Ensures that space provided meets the needs of employees and clients, including those with disabilities.

b. Coordinates the preparation and execution of contracts, agreements, and memoranda-of- understanding within the framework of operating programs. Incumbent is the Freedom of Information Act (FOIA) Officer.

c. Oversees the Contracting Officer executing contracts, acquisitions and agreements (i.e. construction, personal property, non-personal services, A&E and professional services.) Also oversees the procurement of supplies, office space, etc.

d. Serves as Small Disadvantaged Business Development Coordinator to ensure that NRCS contracting procedures do not restrict competition of socially and economically disadvantaged firms or individuals and women-owned firm. Works closely with other staff members in establishing contracting goals under the program of the Small Business Act. Incumbent is responsible for ensuring the provisions of the Small Business Act, legislation pertaining to women-owned business and Federal contract awards in labor surplus area are implemented in the procurement activity to which assigned.

## **6. Provides leadership and guidance in EEO/CR**

a. Provides leadership and guidance for the understanding and application of human resources rules and regulations as they apply to Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances and other human resources actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services meet civil rights objectives. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. Performs duties in a manner supportive of a safe and healthy working environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

**Performs other duties as assigned.**

**CONDITION OF EMPLOYMENT** - Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

**COMP LEVEL** – (Assigned by State)

### **EVALUATION FACTORS**

#### **1. Program Scope and Effect - Level 1-3 (550 POINTS)**

a. Incumbent directs and provides complex administrative services for the state including, field offices and similar organizational structures. These services include human resources, financial management, management services (acquisition), and agency specific information technology.

b. The administrative and agency specific information technology support provided directly affects agency operations throughout the state. The agency's mission involves employees working with private citizens and public organizations in the practices of sound resource conservation. Administrative support activities have a direct affect on the effectiveness of this work.

c. Within the broad framework of NRCS and USDA policy, the incumbent is responsible for planning and conducting administrative management activities. Frequent problems in all business management areas require the application of broad management principles and sound judgment. Exception precedent cases involving policy determinations are discussed with the State Conservationist and a course of action mutually decided upon. There is no technical review of incumbent's work except the appraisals conducted by the National Office in various functional areas. The incumbent is evaluated on the basis of effectiveness in meeting agreed upon objectives. The incumbent is responsible for leadership, supervision and direction of the administrative functions. In addition, leadership and technical guidance is provided to administrative and clerical staffs state-wide.

d. Effective management of the administrative affairs is vital to the success of the state natural resources programs. Natural resources conservation is a broad discipline that embraces the fields of agronomy, engineering, soils, forestry, biology, recreation and many other biological and natural sciences. It is important that the incumbent have an understanding of the interactions among these separate fields in order to properly visualize the impact on operating programs and the plans of administrative management

in the total program. The combined multiple nature of the conservation of natural resources effort makes it difficult to achieve the coordination so important to successful administration of operating programs.

## **2. ORGANIZATION SETTING – LEVEL 2-2 (250 POINTS)**

This position is directly under the supervision and accountability of the State Conservationist who is one reporting level below the first Senior Executive Service level in the direct supervisory chain.

## **3. SUPERVISORY & MANAGERIAL AUTHORITY - LEVEL 3-2 (450 POINTS)**

Directs, coordinates, or oversees work through subordinate supervisors, responsible for the direct supervision of the administrative management. Assigns work to subordinates based on priorities. Evaluates work performance of subordinates. Gives advice and instruction to employees on both work and administrative matters; interviews candidates for positions in the work units; takes minor disciplinary actions as warranted. Hears and resolves complaints from employees referring more serious complaints to higher level supervisor.

## **4. Personal Contacts (level 4A-2 and 4B-3, 150)**

**Nature of Contacts** - Contacts are with co-workers, managers and technical specialists at various levels of the organization, including the national headquarters, representative of other federal agencies, attorneys, investigators, representatives of educational institutions, representatives of the congressional delegation, and private citizens. There are contacts with partnering conservation groups such as conservation district associations and Soil and Water Conservation Districts and with private companies in purchasing and contracting. There are frequent contacts with USDA and other Federal agencies regarding space utilization, employment, contracts, agreements, etc.

**Purpose of Contacts** – The purpose of these conflicts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives and/resource problems.

## **5. Difficulty of Typical Work Directed - Level 5-7 (930 POINTS)**

This position serves as supervisor for administrative positions at the GS-12 level and below. A composite evaluation of the highest level of base work supervised is at the GS-12 level.

## **6. OTHER CONDITIONS (LEVEL 6-4A, 1120)**

Supervision and oversight requires significant and extensive coordination and integration of a number of major work assignments, important projects and program segments of



administrative work at the GS-12 level. The incumbent makes recommendations that have a direct and substantial effect on the organization and projects managed; recommendations on program segments to be initiated, dropped, or curtailed and on policies and long-range planning in connection with prospective changes in functions or programs. The disciplines/roles are varied (i.e., human resources, financial management, management services, budget and information technology) requiring the incumbent to be able to integrate the work into a cohesive program.

Range -- 3155-3600

Total points = 3450

**This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.**